

**NORTHWESTERN UNIVERSITY**



and the

*Saint Paul Police Professional Development  
Institute (SPPPD)*

## **School of Police Staff and Command (SPSC)**

**May 30 - August 12, 2005**

**The School of Police Staff and Command is a dynamic ten week police management program designed for today's progressive police managers and their agencies.**

Cost: **\$3,500.00**  
(\$3,400.00 tuition plus \$100 administration fee)

The tuition includes all student reference and study materials

### **ADDITIONAL INFORMATION:**

For more information about the School of Police Staff and Command, please call the St. Paul Police Department Training Unit at 651-266-5555, or visit our website at [www.ci.stpaul.mn.us/police](http://www.ci.stpaul.mn.us/police).

# School of Police Staff and Command (SPSC)

May 30 - August 12, 2005

St. Paul Police Department

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The **School of Police Staff and Command** provides students with the knowledge and skills necessary for assuming increased responsibilities in administrative staff or line command positions. From the time it was launched in 1983, the SPSC has received enthusiastic response from executives and trainers throughout the country. A review of the course curriculum verifies its completeness and appropriateness for organizational and personal development.

## WHO SHOULD ATTEND

The **School of Police Staff and Command** is a dynamic ten week police management program designed for today's progressive police managers and their agencies.

## COURSE CONTENT

Understanding Management

- Fundamentals of Management \*
- Interpersonal and Organizational Communication \*
- Leadership \*
- Use of Staff \*
- Managing Organizational Change
- Organizational Behavior\*

Law Enforcement Management and Its Environment

- Ethics and the Law Enforcement Manager \*
- Police Standards and Professionalization \*
- Effective Presentations and Meetings
- Police Traffic Management and Analysis \*
- Legal Issues in Traffic Enforcement \*
- Criminal Law and Procedure Update
- Information Resources for Law Enforcement Managers \*

Managing Criminal Investigation Divisions

- Community Oriented Policing
- News Media Relations
- Police Executive Panel \*
- Current Topics in Law Enforcement Management
- Human Resource Administration
- Selection and Promotion \*
- Legal Aspects of Selection and Promotion \*
- Performance Appraisals \*
- Labor/Management Relations \*
- Civil Liability \*

Legal Aspects of Discipline \*

- Improving Performance Through Training
- Managing the Problem Employee \*
- Managing Internal Investigations

Management Skills for Planning and Analysis

- Staff Research \*
- Problem Solving and Decision Analysis \*
- Project Management \*
- Police Resource Analysis \*
- Police Resource Deployment \*
- Computers for Law Enforcement \*
- Budget Preparation and Management \*
- Planning and Policy Development \*
- Staff Research Paper Presentation

(Asterisked subjects are core topics presented in every SPSC program)

## STUDENT REQUIREMENTS

The SPSC is a university-based education program intended for mid and upper-level supervisory personnel. It is expected that SPSC students will: 1) Have at least two years of supervisory experience, and 2) Be prepared to complete upper-division (i.e., junior and senior level) university course work.

Upper division university course work presumes that a student has the following skills:

- Can write a 15-20 page research paper;
- Can perform arithmetic operations and understand elementary algebraic notation;
- Can read, comprehend, and retain assigned materials based on textbooks, professional journals, trade magazines, and other sources; and
- Can schedule time to complete out-of-class reading and writing assignments.

The SPSC is not appropriate for entry-level officers, deputies, or troopers. It is recommended that personnel who have recently been appointed to their first supervisory position attend Northwestern University Center for Public Safety's Supervision of Police Personnel course rather than the SPSC. To ensure that SPSC students have sufficient time to attend class and complete out-of-class assignments, students should be released from their normal job responsibilities. SPSC students are required to have access to the Internet for grade retrieval and communication. It is strongly recommended that students be provided with a laptop computer with Internet access to aid in their successful completion of the course.

## NORTHWESTERN UNIVERSITY CREDITS

Successful completion of this course will provide **up to 21 undergraduate semester** credit hours in the Northwestern University School of Continuing Studies. Northwestern is accredited by the North Central Association of Colleges and Schools. These credits may be transferable or applicable to degree programs at colleges and universities in your area. Check with the academic advisor at the school of your choice.

**Program Tuition** is \$3,500.00.

(\$3,400.00 tuition plus \$100.00 administrative fee)

The tuition includes all student reference and study materials. Meals and lodging will be the responsibility of the attendee's agency.

**Schedule format.** five weeks on, one week off, five weeks on.

**The sponsors of this course have a written policy for the investigation and resolution of allegations of classroom discrimination. Discrimination is an act or comment of prejudice that offends another. This policy applies to speakers, students, and staff. A copy of this policy may be obtained from the sponsor by contacting the St. Paul Police Department Training Unit at (651) 266-5555.**

## ADDITIONAL INFORMATION

For more information about the School of Police Staff and Command, please call the **St. Paul Police Department Training Unit at 651-266-5555**, or Management Training Director Larry Kraus at 800/323-4011 or 847/491-2861 e-mail: [l-kraus@northwestern.edu](mailto:l-kraus@northwestern.edu)